

Appendix B

School Information Form

NAEP SCHOOL ID: _____

SUPERVISOR: _____

**SCHOOL INFORMATION FORM
1998 HIGH SCHOOL TRANSCRIPT STUDY**

A. SCHOOL INFORMATION

SCHOOL NAME: _____	FAX: _____
CITY, STATE: _____	E-MAIL: _____
PRINCIPAL: _____	TELEPHONE: () _____

1. WHO WILL BE THE SCHOOL COORDINATOR FOR THE HSTS? Name: _____

RECORD NAME AND PHONE NUMBER:

NAME: _____

TELEPHONE: _____

DOES THE COORDINATOR WORK IN THE SUMMER?

CIRCLE EITHER 1 OR 2

YES..... 1

NO..... 2

IF YES, AVAILABLE WHEN? DATES: _____

HOURS: _____

2. SCHOOL YEAR OFFICE HOURS: _____

3. SUMMER OFFICE HOURS:

DATES: _____

HOURS: _____

4. LAST DAY OF SCHOOL IN 1998: _____
Date

5. 1998 GRADUATION DATE: _____
Date

6a. WHEN WILL THE TRANSCRIPTS FOR THE 1998 GRADUATES
BE AVAILABLE? _____
Date

6b. WHEN WOULD BE THE MOST CONVENIENT TIME FOR SOMEONE TO RETURN TO GET
COPIES OF TRANSCRIPTS? _____
Date

7. 1998-99 SCHOOL YEAR BEGINS: _____
Date

IF DISTRICT/SCHOOL REFUSES TO PARTICIPATE, EXPLAIN:

8. WHERE AND WITH WHOM WILL THE SCHOOL'S COPY OF THE 1998 NAEP ADMINISTRATION
SCHEDULE(S) BE KEPT?

9. EXPLAIN TO COORDINATOR THE SYSTEM FOR INSERTING DISCLOSURE NOTICES IN STUDENT FILES AND OBTAINING TRANSCRIPTS AFTER GRADUATION. BE SURE TO DISCUSS THAT NO STUDENT TIME IS INVOLVED, CONFIDENTIALITY IS MAINTAINED, AND TRANSCRIPT REIMBURSEMENT IS PROVIDED.

COMMENTS ABOUT OBTAINING TRANSCRIPTS:

10. WHO FILLED OUT THE SD/LEP QUESTIONNAIRE?

CHECK ALL THAT ARE APPLICABLE:

FOR STUDENTS WITH DISABILITIES:

- SPECIAL EDUCATION TEACHER/COORDINATOR
- REGULAR EDUCATION TEACHER
- GUIDANCE COUNSELOR
- OTHER (SPECIFY) _____

FOR STUDENTS WITH LEP:

- ESL TEACHER/COORDINATOR
- REGULAR CLASSROOM TEACHER
- GUIDANCE COUNSELOR
- FOREIGN STUDENT COORDINATOR
- OTHER (SPECIFY) _____

11. EXPLAIN TO COORDINATOR THAT YOU WANT COURSE CATALOGS FOR YEARS 94-95, 95-96, 96-97, AND 97-98. CATALOGS SHOULD CONTAIN ALL COURSES, INCLUDING VOCATIONAL HONORS, REMEDIAL, SPECIAL ED., AND OFF-CAMPUS. EXPLAIN THE TYPES OF CATALOGS NEEDED IN ORDER OF PREFERENCE AS FOLLOWS:

- School-level catalogs that provide course names and content descriptions;
- District-level catalogs that provide course names and descriptions with the course offerings for this particular school clearly indicated;
- A course list by department that includes general descriptions of course offerings by department;
- Course lists without descriptions;
- District-level catalogs without school-level indication.

WHEN ARE THESE AVAILABLE?

NOW _____ LATER _____
Date

COMMENTS ABOUT OBTAINING COURSE CATALOGS:

12. EXPLAIN THAT YOU WOULD LIKE TO HAVE A SAMPLE OF AT LEAST THREE TRANSCRIPTS FOR STUDENTS WHO HAVE ALREADY GRADUATED (WITHOUT NAMES OR IDENTIFYING INFORMATION). THE SAMPLE TRANSCRIPTS SHOULD REFLECT REGULAR COURSES, HONORS COURSES, AND SPECIAL EDUCATION COURSES, OR SPECIAL PROGRAMS OFFERED IN THE SCHOOL (IB, PERFORMING ARTS, ETC).

13. IF COORDINATOR MENTIONS NEED FOR PARENTAL CONSENT, SHOW FERPA, NCES LETTERS AND, IF NECESSARY, PARENTAL CONSENT LETTERS. RECORD COORDINATOR'S REACTIONS.

14. ESTABLISH APPOINTMENT TO GET CATALOGS AND TRANSCRIPTS, AS APPROPRIATE.

B. OBTAINING COURSE CATALOGS

1. CHECK WHICH TYPE(S) OF CATALOGS OBTAINED

- School-level catalogs that provide course names and content descriptions
- District-level catalogs that provide course names and descriptions with the course offerings for this particular school clearly indicated
- A course list by department that includes general descriptions of course offerings by department
- Course lists without descriptions
- District-level catalogs without school-level indication

ON THE LINES BELOW, INDICATE WHETHER YOU RECEIVED EACH CATALOG. RECORD THE SCHOOL ID AND CATALOG # ON THE COVER OF THE DOCUMENT.

CATALOG RECEIVED FOR THE FOLLOWING YEARS

	YES	NO
1997-98	_____	_____
1996-97	_____	_____
1995-96	_____	_____
1994-95	_____	_____

2. COMPLETE THE HSTS COURSE CATALOG CHECKLIST

3. THE CATALOGS YOU OBTAIN SHOULD COVER ALL COURSES AVAILABLE TO THE CLASS OF 1998 DURING ALL THEIR YEARS AT THIS SCHOOL (INCLUDING 9TH GRADE COURSES IF TAKEN AT A JUNIOR HIGH/MIDDLE SCHOOL).

A. DO THEY INCLUDE VOCATIONAL COURSES?

YES 1
NO 2

IF YES, HOW ARE VOCATIONAL COURSES IDENTIFIED IN THE CATALOG(S)?

B. DO THEY INCLUDE REMEDIAL COURSES?

YES 1
NO 2

IF YES, HOW ARE REMEDIAL COURSES IDENTIFIED IN THE CATALOG(S)?

C. DO THEY INCLUDE "HONORS" COURSES?

YES 1
NO 2

IF YES, HOW ARE HONORS COURSES IDENTIFIED IN THE CATALOG(S)?

D. DO THEY INCLUDE SPECIAL ED. COURSES?

YES 1
NO 2

IF YES, ARE DIFFERENT LEVELS OF SPECIAL ED. IDENTIFIED
(I.E., RESOURCE AND SELF-CONTAINED CLASSES)?

YES 1
NO 2

IF YES, HOW ARE SPECIAL EDUCATION COURSES IDENTIFIED? _____

E. DO THEY INCLUDE OFF-CAMPUS COURSES?

YES 1
NO 2

IF YES, HOW ARE CAMPUS COURSES IDENTIFIED IN THE CATALOG(S)?

F. DO THEY INCLUDE ESL OR BILINGUAL COURSES? (COURSES TAUGHT IN A LANGUAGE OTHER THAN ENGLISH)

YES 1
NO 2

IF YES, HOW ARE ESL OR BILINGUAL COURSES IDENTIFIED IN THE CATALOG(S)? _____

4. COURSE CATALOG CHECKLIST COMPLETED.

5. IF WESTAT STAFF HAVE QUESTIONS ABOUT THE COURSE CATALOGS, WHO IS THE BEST PERSON TO CONTACT?

SCHOOL COORDINATOR

OTHER (NAMES)

TITLE

PHONE

_____	_____	_____
_____	_____	_____

C. OBTAINING OTHER SCHOOL INFORMATION

1. FOR 1997-98, HOW MANY CREDITS DOES A STUDENT IN THIS SCHOOL EARN FOR A COURSE TAKEN FOR A SINGLE CLASS PERIOD, THAT LASTS FOR THE WHOLE SCHOOL YEAR?

_____ **# OF CREDITS**

- 1a. HAS THIS CHANGED DURING THE LAST FOUR SCHOOL YEARS?

CIRCLE EITHER 1 OR 2

YES..... 1 (Q1b)
NO..... 2

- 1b. IF YES, HOW MANY CREDITS WERE GIVEN FOR A YEAR-LONG COURSE IN EACH OF THESE YEARS?

1994-95 _____
CREDITS

1995-96 _____
CREDITS

1996-97 _____
CREDITS

2. HOW MANY CLASS PERIODS DOES A TYPICAL STUDENT HAVE PER DAY, NOT COUNTING LUNCH?

_____ **# OF CLASS PERIODS**

3. WHAT IS THE MAXIMUM NUMBER OF CLASS PERIODS A STUDENT IN THIS SCHOOL MAY TAKE EACH DAY?

_____ **MAX. # OF CLASS PERIODS**

4. WHAT IS THE MINIMUM NUMBER OF CLASS PERIODS ALL STUDENTS IN THIS SCHOOL MAY TAKE EACH DAY?

_____ **MIN. # OF CLASS PERIODS**

5. IS THE MINIMUM NUMBER OF COURSES DIFFERENT FOR SENIORS?

YES..... 1
NO..... 2

6. HOW LONG DOES THE TYPICAL CLASS PERIOD LAST?

_____ MINUTES

7. ARE CREDITS FOR HONORS/AP COURSES DEFINED THE SAME AS ABOVE?

CIRCLE EITHER 1 OR 2

YES..... 1
NO..... 2

IF NO, DESCRIBE ANY DIFFERENCES _____

8. ARE CREDITS FOR SPECIAL EDUCATION STUDENTS DEFINED THE SAME AS ABOVE?

CIRCLE EITHER 1 OR 2

YES 1
NO 2

IF NO, EXPLAIN THE DIFFERENCE: _____

9. DOES THIS SCHOOL INCLUDE 9TH GRADE?

CIRCLE EITHER 1 OR 2

YES 1 (Q. 10)
NO 2 (Q. 9a)

9a. IF NO, WHERE DO MOST STUDENTS ATTEND 9TH GRADE?

- A SINGLE FEEDER JUNIOR HIGH/MIDDLE SCHOOL
- SEVERAL JUNIOR HIGH/MIDDLE SCHOOLS IN THE DISTRICT
- OTHER SCHOOLS NOT IN THIS DISTRICT OR AFFILIATED WITH THIS SCHOOL

10. WHAT TYPES OF DIPLOMAS ARE OFFERED? (CHECK ALL THAT APPLY)

- Standard
- Regents (NY State only)
- Honors
- Certificate of Merit
- Vocational
- Special Education
- Certificate of Attendance
- International Baccalaureate
- Other (PLEASE DESCRIBE)

11. WE NEED TO KNOW THE GRADUATION REQUIREMENTS FOR ALL HIGH SCHOOL DIPLOMA PROGRAMS OFFERED AT THIS SCHOOL. IF THIS IS DOCUMENTED IN THE COURSE CATALOG(S), CHECK THE BOX BELOW AND INDICATE WHERE. PLACE A PAPER CLIP ON THE 1998 CATALOG PAGES WHERE GRADUATION REQUIREMENTS ARE DESCRIBED. OTHERWISE, CONTINUE WITH Q12.

GRADUATION REQUIREMENTS RECORDED ON PAGE(S): _____

(SKIP TO Q13)

12. WHAT ARE THE GRADUATION REQUIREMENTS FOR (DIPLOMA TYPE) IN THE FOLLOWING SUBJECT AREAS? (CHECK BOX IF NOT OFFERED.)

TOTAL CREDITS REQUIRED FOR GRADUATION*

SUBJECT AREAS

	STANDARD _____ Credits	HONORS _____ Credits N/A <input type="checkbox"/>	VOCATIONAL _____ Credits N/A <input type="checkbox"/>	OTHER (_____) Credits N/A <input type="checkbox"/>
a. English/Language Arts	_____	_____	_____	_____
b. Mathematics	_____	_____	_____	_____
c. Computer Science	_____	_____	_____	_____
d. Social Studies/History	_____	_____	_____	_____
e. Science	_____	_____	_____	_____
f. Foreign Language	_____	_____	_____	_____
g. Physical Education/Health	_____	_____	_____	_____
h. Fine Arts	_____	_____	_____	_____
i. OTHER (_____)	_____	_____	_____	_____
j. OTHER (_____)	_____	_____	_____	_____

*This number may be larger or smaller than the credits specified for A-I above because of electives and/or overlapping areas.

13. ARE THERE ANY COURSES REQUIRED FOR GRADUATION THAT DO NOT RECEIVE CREDITS? IF YES, SPECIFY

14. DO THESE GRADUATION REQUIREMENTS ASSUME FOUR YEARS OF HIGH SCHOOL?

CIRCLE EITHER 1 OR 2

YES 1
NO 2

IF NO, EXPLAIN: _____

15. ARE THERE GPA REQUIREMENTS FOR GRADUATION?

CIRCLE EITHER 1 OR 2

YES 1
NO 2

IF YES, EXPLAIN: _____

16. ARE THERE STATE OR DISTRICT COMPETENCY TESTS OR PERFORMANCE ASSESSMENTS THAT ARE REQUIRED FOR GRADUATION?

CIRCLE EITHER 1 OR 2

YES 1
NO 2

IF YES, IN WHAT AREAS (EX. READING, CITIZENSHIP, FUNCTIONAL MATH): _____

17. DOES THIS SCHOOL OFFER ANY SPECIAL PROGRAMS OR SERVE AS A "MAGNET SCHOOL?"

YES 1 (17a)
NO 2 (18)

17a. WHAT TYPE OF SPECIAL PROGRAMS ARE OFFERED? (CHECK ALL THAT APPLY)

- ___ IB
- ___ Performing Arts
- ___ Science/Technology
- ___ Continuing Education
- ___ Other, Specify _____

17b. WHEN (WAS THIS/WERE THESE) PROGRAMS ESTABLISHED AT THIS SCHOOL?

YEAR _____

18. DOES THE SCHOOL HAVE THE FOLLOWING:

1 OR MORE COMPUTER LABS	YES	NO
LOCAL AREA NETWORK	YES	NO
MANY CLASSROOMS WITH COMPUTERS	YES	NO
INTERNET CONNECTION - IN LIBRARY/MEDIA CENTER	YES	NO
INTERNET CONNECTION - IN COMPUTER LABS	YES	NO
INTERNET CONNECTION - IN CLASSROOM COMPUTERS	YES	NO

19. IF WESTAT STAFF HAVE QUESTIONS ABOUT CREDITS, GRADUATION REQUIREMENTS, ETC., WHO IS THE BEST PERSON TO CONTACT?

SCHOOL COORDINATOR

OTHER (NAMES)

TITLE

PHONE

_____	_____	_____
_____	_____	_____

D. REVIEWING THE TRANSCRIPTS

COMPLETE THIS SECTION WHILE YOU ARE AT THE SCHOOL AND AFTER YOU HAVE RECEIVED COPIES OF THE SAMPLE TRANSCRIPTS.

SAMPLE TRANSCRIPTS OBTAINED INCLUDE:

CHECK ALL THAT APPLY:

- Regular courses
- Honors courses
- Special education courses

1. COMPLETE TRANSCRIPT FORMAT CHECKLIST, CHECK HERE WHEN COMPLETE:

2. IS THE TYPICAL "A, B, C" GRADING SYSTEM USED?

CIRCLE EITHER 1 OR 2

YES 1
NO 2

IF NO, EXPLAIN THE GRADING SYSTEM: _____

3. IS THE GRADING SYSTEM THE SAME FOR ALL STUDENTS (I.E., SPECIAL EDUCATION, HONORS, ETC.?)

CIRCLE EITHER 1 OR 2

YES 1
NO 2

IF NO, EXPLAIN: _____

4. DO COURSE TITLES OR COURSE NUMBERS ON THE TRANSCRIPTS MATCH THOSE IN THE COURSE CATALOG?

CIRCLE EITHER 1 OR 2

YES 1
NO 2

COMMENTS: _____

5. IF THERE ARE ABBREVIATIONS OR SYMBOLS ON THE TRANSCRIPTS WHICH ARE NOT SELF-EVIDENT, FIND OUT WHAT THEY STAND FOR AND RECORD ON THE TRANSCRIPT FORMAT CHECKLIST.

6. FINAL SAMPLE TRANSCRIPT CHECKLIST:

- A. ALL CHECKED FOR LEGIBILITY AND COMPLETENESS
B. NAMES AND IDENTIFIERS HAVE BEEN REMOVED FROM EACH
C. TRANSCRIPT FORMAT CHECKLIST COMPLETED

7. IF WESTAT STAFF HAVE QUESTIONS ABOUT THE TRANSCRIPTS, WHO IS THE BEST PERSON TO CONTACT?

SCHOOL COORDINATOR

OTHER (NAMES)

TITLE

PHONE

